



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

May 18, 2007

GENERAL MANUAL
120 – ADS
AMENDMENT CO-39 – (Part 408)

SUBJECT: ADS – RECORDS, Subpart B – Files Maintenance

PURPOSE: To amend the filing procedures for electronic documents.

EFFECTIVE DATE: This Amendment is effective upon receipt.

EXPLANATION: This Amendment adds to the General Manual 120-ADS, part 408, subpart B – Files Maintenance by explaining the State policy for the implementation of a uniform electronic filing system.

Filing Instructions.

Remove:

- The State General Manual Contents, Part CO408-Records on page CO408iii(1) dated August 2006.
- The State General Manual Contents, Part CO408-Records on page CO408iii(2) dated August 2006.
- The State General Manual Amendment CO408.31 Electronic Records on pages CO408-18(1) through CO408-18(2) dated August 2006.
- The State General Manual Exhibit CO408.67 External and Internal Labels on pages CO408-179(1) – CO408-179(3), dated August 2006.

Insert:

- The State General Manual Contents, Part CO408-Records on page CO408iii(1) dated May 2007.
- The State General Manual Exhibit Contents, Part CO408-Records on page CO408iii(2) dated May 2007.
- The State General Manual Amendment CO408. 31 Electronic Records on pages CO408-18(1) through CO408-18(3) dated May 2007.
- The State General Manual Exhibit CO408.60 Instructions – NRCS Records Guide on pages CO408-178(1) – CO408-178(3) dated May 2007.

A handwritten signature in black ink that reads "Allen Green". The signature is fluid and cursive, with the first and last names clearly distinguishable.

ALLEN GREEN
State Conservationist

Attachments

DIST: E

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